

EXHIBIT IV-VE-1 (CONTINUED)
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>Informational Elements:</u>		
ACTIVE/INACTIVE	1	<p>Enter the code to specify whether the Vendor is active or inactive:</p> <p>0 - Active - transactions referencing this VE Table record will post after passing the normal edits.</p> <p>1 - Inactive - transactions referencing this VE Table record will <u>not</u> post unless the Modifier = I (Ignore) in the transaction (to override an inactive table).</p>
PURGE	1	<p>Enter the purge process indicator:</p> <p>1 - Purge on next purge process. 2 - Purge if not used during last year. 3 - Purge if not used during last 2 years. 4 - Purge if not used during last 3 years. 5 - Purge if not used during last 4 years. 6 - Purge if not used during last 5 years. 9 - Do not purge.</p> <p>NOTE: The purge process will not purge vendor records when the vendor number is present on any Document File records.</p>
NAME	30	Enter the Vendor Name as it is used for payee or payor; e.g., company name, DBA, etc.
SORT SEQUENCE (SORT SEQ)	30	<i>(Optional)</i> Enter up to thirty positions of the Vendor's name , or use another sorting convention. This field determines the sequence of vendors on the CSTARX01 Report ,and is a "Go To" and sorting option on the VE List screen
TAX NAME FOR 1099	40	<p><i>(Optional)</i> Enter up to forty positions of the owner's (NOT BUSINESS) name as found on Form 204. For Vendor Type I, if the OWNER'S name is NOT in the Vendor Name field, it MUST be entered in this field.</p> <p>NOTE: Having the owner's name in this field or in the Vendor Name field will avoid Tax ID/Name mismatch notices from the IRS.</p>
NAME CONTROL	4	<p>Enter the first four characters of Vendor's Last Name for Vendor Type I ("OWNER" on the Std Form 204). Not allowed for all other Types.</p> <p>NOTE: Having the first four characters of the owner's name in this field will avoid Tax ID/Name mismatch notices from the IRS.</p>
ADDRESS 1	30	<p>Enter Line 1 of Vendor Address.</p> <p>NOTE: For Type 1: Employee--Address 1, City, State and ZIP are optional.</p>
ADDRESS 2	30	<i>(Optional)</i> Enter Line 2 of Vendor Address.
ADDRESS 3	30	<i>(Optional)</i> Enter Line 3 of Vendor Address. Must be blank if ADDRESS 2 is blank.
MAILING ADDRESS LINE NUMBER (NBR)	1	Enter the number of address line that contains the street address or the PO Box for the Form 1099 Process. Required if more than one address line is used.

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Data Element	Length	Contents
CITY	15	Enter the Vendor City. See Note under Foreign Country below.
STATE	2	Enter the Vendor State or territory abbreviation. See Note under Foreign Country below.
ZIP	5 or 5+4	Enter the Vendor Zip Code. Zip Code must be numeric, but not 00000. Positions 6-9 may be blank or must be numeric, but not 0000. See Note under Foreign Country below.
FOREIGN COUNTRY	12	<i>(Optional)</i> Enter the Foreign Country. <u>DO NOT ENTER</u> U.S., US, USA or US Territories such as Guam or Puerto Rico that have state abbreviations. NOTE: If a Foreign Country is entered, the City, State, Zip and Foreign Country fields become free form, formatted as a continuous field. Spaces and punctuation must be entered. Any combination of alpha, numeric, special characters or blanks is allowed.
VENDOR TYPE	1	Enter the Vendor Type from Std Form 204: C - Corporation (all types of corporations); I - Individual or Sole Proprietor; P - Partnership; E - Estate or trust; 1 - Employee; 2 - Federal Agency; 3 - State Department (Including AAAAAAAAAA vendor numbers); 4 - Local Government; and 5 - Other Governmental Entities. NOTE: For C, I, P and E, vendor type cannot be changed after VE record has been used in a transaction.
FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	2+7	Enter the Federal Employer Identification Number (Required for Types C, E, P and Vendor Number AAAAAAAAAA-00 ; not allowed for all others.)
SOCIAL SECURITY NUMBER (SSN)	3+2+4	Enter the Social Security Number (Required for Vendor Type I, optional for Vendor Type 1 [one]; not allowed for all others.)
CALIFORNIA RESIDENT (CA RESIDENT) (CA RES)	1	Enter the residency status from Std Form 204; Box 5-Vendor Residency Status: Y - Vendor is a California resident N - Vendor is a <u>non</u> -resident (Required for Vendor Types C, I, P and E.)